

**QUALITY IMPROVEMENT IN PRIMARY SCHOOLS (QUIPS)**  
**COMMUNITY SCHOOL ALLIANCES (CSA) PROJECT**  
**QUARTERLY REPORT**

1 October 2003 to 31 December 2003

**USAID Cooperative Agreement No. 641-A-00-97-00160-00**

Education Development Center, Inc. (EDC)  
Educational Assessment and Research Centre (EARC)

## **INTRODUCTION**

This quarterly report covers the period from 1 October 2003 to 31 December 2003 under USAID Cooperative Agreement No. 641-CA-00-97-00160-00. The report summarizes major accomplishments by the CSA project in Ghana during this period, plans for next period, and a summary of expenditures for the period. Briefly, the sub-activities of the CSA project are: 1) increased community awareness, responsibility, and advocacy for education; 2) strengthened school support organizations in each community; 3) communities participating in the design, implementation and monitoring of schools; and 4) district education officers using monitoring and evaluation to improve education management.

## **MAJOR ACCOMPLISHMENTS**

The following major accomplishments were completed during this quarter.

**SMC/PTA Training – Cohort 6.** Four-day district level SMC/PTA capacity building workshops were organized for 12 Cohort 6 districts during the quarter: Amansie West, Fanteakwa, Atebubu, Asante Akim North, Ketu, Kwahu South, Aowin Suaman, Jomoro, Kintampo, Asante Akim South, Sene and Keta. This is a follow up training aimed at strengthening the skills of the SMC/PTA executives in the use of participatory planning methods, effective and efficient management of school finances, effective use of meetings as fundamental tools for improving schooling, effective use of local and district resources and creating/maintaining effective relationships between the school and its community. Up to 43 participants were invited to each of the training workshops including a maximum of 12 specified SMC/PTA executives from each of the partnership school communities and up to 7 participants from the district education office and district assembly, including circuit supervisors of the various PSCs, the District Training Officer, the CPC and a DEOC member as a representative of the district assembly. The training workshop was followed by site visits to the respective communities to share the outcomes of the training, and review the implementation of SPIPs and microgrant tranche 3 projects. During the on-site visits the various learning and action points developed during the SMC/PTA training workshops were communicated to the larger community for discussions.

**SMC/PTA Training Expansion.** The SMC/PTA training expansion program was active in 28 districts during the quarter. Twelve new districts participated in 5-day TOT workshops and began 4-day cluster workshops, including 5 Cohort 1 (Asunafo, Atwima, Adansi East, Bibiani and Assin), 3 Cohort 2 (West Akim, Mfantseman and Abura-Asebu-Kwamankese), 3 cohort 3 (Kpando, Hohoe and Suhum Kraboa Coaltar), and 1 cohort 6 (Jomoro). Seventeen districts completed their cluster based training during the quarter including: 2 Cohort 1 (Birim South and Bibiani), 5 Cohort 2 districts (Accra Metro, East Akim, Ahafo Ano North, Asutifi and Ahanta West) 9 cohort 3 (SAEMA, New Juabeng, Akwapim North, Adansi West, Wassa West, KEEA, Kumasi Metro, Dangme East and Kpando), and 1 cohort 5 (Tema). A total of 2,016 schools in these 17 completed districts participated in the program and 15,189 SMC/PTA executives attended 4-day cluster workshops. This brings the

total number of districts completed to 59. A total of 60,297 SMC/PTA executives from 7,240 schools have been trained.

**SMC/PTA Handbook.** A total of 8,192 SMC/PTA handbooks were distributed during the quarter in 5 Cohort 1, 8 Cohort 2, 12 Cohort 3, 1 Cohort 5, and 1 cohort 6 districts as part of the SMC/PTA expansion program. To date, 41,929 of the 80,000 handbooks have been distributed as follows: 2,000 to GES headquarters, 9,500 to CRS, and 30,410 to district trainers and SMC/PTAs in 70 districts that have participated in the SMC/PTA training expansion program. The remaining manuals are currently being stored at the CSA Accra and Kumasi offices.

**District SMCs.** District SMCs were formed in 7 Cohort 3 (Kumasi Metro, Wassa West, Dangme East, Akwapim North, Adansi West, SAEMA and KEEA), 4 Cohort 2 (Ahanta West, Mfantseman, East Akim, and Accra Metro), and 2 cohort 1 (Bibiani and Birim South) districts as they completed their SMC/PTA Expansion cluster training activities during the quarter. The associations were formed by taking two nominees from each cluster training workshop, bringing the nominees together after all clusters had been completed, and assisting them to elect a district body consisting of ten members.

**District Education Forums.** District education forums were conducted in the following districts during the quarter: Amansie East (4 Dec), Nkoranza (9 Dec), Techiman (10 Dec), Akwapim North (11 Dec) and Birim South (19 Dec). In addition CSA in collaboration with CLUSA conducted an education forum in Jasikan (9-10 Dec). The forums were held to bring together education stakeholders in the district, including QUIPS PSC community members, civil society organizations, the district chief executive, presiding members from the various districts, other district level government officials and senior members of the district education office, to discuss the current education situation and to share successes and strategies. It was also an opportunity to outdoor the District SMC/PTA association and link them up to key education stakeholders.

**District Management Training/District Grants.** During the quarter, CSA collaborated with ILP in the delivery of 3-day tranche 2 review workshops for 16 Cohort 3 districts. The DMIT members from the districts were assisted in the preparation and refinement of their district grant applications, including indicators, activities, and budget allocations. Three 7-day PLA training was provided to 9 Cohort 6 districts by CSA to assist the DEO staff with implementing their tranche 1 workplans. Also during this quarter, CSA provided 1-day district grant support visits to 8 Cohort 3, 5 cohort 4, and 9 cohort 5 districts to monitor the implementation of their district grant workplans and to provide support when districts had encountered difficulties.

**M&E Capacity Building Program.** During the quarter, 89 2-day on-site training visits were conducted, including at least one visit to all 15 Cohort 1&2, all 18 Cohort 3, 6 Cohort 4 (Sissala, East Mamprusi, Kassena Nankana, Bongo, East Gonja and Nanumba), and 16 Cohort 5 (Ejura, Gomoa, Offinso, Awutu, Agona, Sekyere East, Asikuma, Sekyere West, North Tongu, Wenchi, Tema, Techiman, Juaboso Bia, Birim North, Sefwi Wiawso and Kwaebibirem) districts. The on-site visits provide the districts with an opportunity to receive training specific to their own M&E plans and allow the CSA training team to track progress. Six-day cluster training 2 workshops, which focused on data analysis and information dissemination, were conducted for all 18 Cohort 3 districts, and five-day cluster training 3, which focused on dissemination and usage of information, were conducted for 3 Cohort 1&2 (Ahafo Ano North, Accra and Assin) and 3 Cohort 5 (Sekyere West, Kwaebibirem and Bole) districts. One-day M&E forum, which provided DMIT members with an opportunity to share successes and challenges and refine M&E implementation plans, was conducted for 13 Cohort 1 & 2 (Adansi East, Atwima, Bibiani, Ahafo Ano North, Asunafo, Asutifi, Birim South, East Akim, West Akim, Abora, Ahanta West, Assin and Mfantseman), 12 Cohort 4 (Ejisu, Jaman, Dormaa, Twifo, Wassa Amenfi, Nzema East, East Gonja, Saboba, Nanumba, Zabzugu, Kassena Nankana and Sissala), and 17 Cohort 5 (Sekyere West, Offinso, Sefwi Wiawso, Juaboso, Wenchi, Techiman, Nkoranza, Kwaebibirem, Birim North, Akuapim South, Agona, Gomoa, West Mamprusi, Bole, Savelugu, Builsa and Lawra) districts. Five-day technical training 1 workshops, which focused on basic computer skills, were conducted for all 22 Cohort 6 districts and 5-day technical training 2 workshops, which focused on building computer and data analysis skills, were conducted for all 18 Cohort 3 districts. Eleven computer systems were distributed to 11 Cohort 6 (Keta, Ajumako Enyan Essiam, Jomoro, Aowin Soaman, Afram Plains, Upper Denkyira, Amansie West, Asante Akim

South, Ahafo Ano South, Amansie East, Ketu) districts. In addition, 14 computers were installed in 2 Cohort 1&2 (Mfantseman, Accra Metro), 9 Cohort 3 (New Juaben, Kumasi, Jirapa Lambusi, Adansi West, Bolgatanga, Sunyani, Gushiegu, Kpando and Akatsi), 2 Cohort 5 (Wenchi and Awutu Effutu Senya) and 1 Cohort 4 (Wassa Amenfi) district, bringing to 25 the total number of computers distributed during the period under review.

**Microgrant – Cohorts 4, 5, and 6.** The 6 remaining Cohort 6 tranche 2 projects were verified as completed during the quarter. In addition, 47 of the 50 cohort 6 communities that received the microgrant tranche three were verified as completed during the quarter. The remaining 3 cohort 6 communities that received tranche 3 are expected to finish by the end of January 2004.

**IEC/Community Drama – Cohort 6.** Community drama and public forum activities were conducted in 21 cohort 6 communities during the quarter. The drama activities were the second for the communities and were based on themes synthesized from the current SPIPs of communities. The purpose is to remobilize community members towards the implementation and accomplishment of their SPIPs and other school related issues. Participants included all the community-based stakeholders: Parents and non-parents, SMC/PTA members, chiefs and elders, unit committee members, pupils/children and teachers. District education and Assembly officials were also invited as well as near by communities. Action points were developed from the public forum to support the Implementation of the SPIPs.

**IEC – Radio and Newsletter.** Two live radio programs were conducted in one radio site in Ho during the quarter. Volume 5, Issue 3 of the newsletter, ‘Voice from the Community’ was distributed during the period under review. Volume 5, issue 4 will be produced and distributed in January, 2004.

**Field Time and Project Staff.** Average field time for senior staff for the quarter was 47 percent, which included the project director, deputy director for finance and operations, and two associate directors for field activities. Field vehicle usage time was 84 percent.

## SUMMARY OF EXPENDITURES FOR THE QUARTER

<b>Contract:</b>	Total Estimated Amount	<b>\$ 11,111,886</b>
<b>Expenditures:</b>	Actual Cumulative Expenditures through 30 November 2003	9,415,004
	Estimated Expenditures for December 2003	202,120
	Estimated Cumulative Expenditures through 31 December 2003	<b>9,617,124</b>
<b>Remaining Unexpended Balance:</b>		<b>\$1,494,762</b>

## CUMULATIVE TRACKING SUMMARY OF KEY ACTIVITIES COMPLETED - FY 98/99/00/01/02/03

### Sub Activity 1: Community Awareness, Responsibility and Advocacy Increased

Activity	Cumulative 30 September 2003 (FY 98/99/00/01/02/03)						1 Oct. 03 – 31 Dec. 2003 (FY 2004)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
Baseline	18	27	54	78	21	20			
PLA	18	27	54	126	62	60			
IEC Comm. Drama (public forum)	18	27	54/54	126/126	62/62	60			21
IEC Re-mobilization (video drama/forum or story picture-card/forum)	18/6/18	27	54	126	62				
IEC Calendars (pocket/wall)	10,000/ 400	25,000/ 600	20,000/ 1,000	25,000					
IEC Radio Programs (6 sites)	510 programs & 11 launches						2 programs		

### Sub Activity 2: School Support Organizations Strengthened

Activity	Cumulative 30 September 2003 (FY 98/99/00/01/02/03)						1 Oct. 03 – 31 Dec. 2003 (FY 2004)		
	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)
SPIP Development	18	27	54	126	62	60			
SMC/PTA Training	5, 3, 2 & 2 days	5, 3 2 & 2 days	5, 3 & 2 days	5, 3 & 2 days	5 & 4 days	5 & 4 days			
Microgrant	Tr. 1 (18) Tr. 2 (18) Tr. 3 (16)	Tr. 1 (27) Tr. 2 (27) Tr. 3 (25)	Tr. 1 (54) Tr. 2 (54) Tr. 3 (54)	Tr. 1 (126) Tr. 2 (126) Tr. 3 (121)	Tr. 1 (62) Tr. 2 (62) Tr. 3 (61)	Tr. 1 (60) Tr. 2 (60) Tr. 3 (47)		Tr.2 (6)	Tr. 3 (3)
IEC Newsletter	Vol.1 #1-3 Vol.2 #1 -3	Vol.1 #1-3 Vol.2 #1 -4	Vol.2 #1 – 4 Vol.3 #1-3	Vol.2 #4 Vol.3 #1-4 Vol.4 #1-4	Vol. 3 #4 Vol. 4 #1-4 Vol. 5 #1-3	Vol.4 #3 Vol. 5 #1-3		Vol.5#3	Vol.5#3

(Note: SPIPs, SMC/PTA training & microgrants support both Sub Activity 2 & 3.)

Cumulative 30 September 2003 (FY 02/3)

1 Oct. 03 – 31 Dec. 2003 (FY 2004)

	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (18 districts)	Cohort 4 (18 districts)	Cohort 5 (18 districts)	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (18 districts)	Cohort 5 (18 districts)	Cohort 6 (17 districts)
5-day TOT	1	6	15	18	18	5	3	3		1
4-day Cluster Training	48 schools	399 schools	885 schools	1,941 schools	1,930 schools	473 schools	536 schools	978 schools	14 schools	36 schools
Manuals Distributed	205	1,665	3,647	7,898	7,822	1988	1984	3995	48	161

### Sub Activity 3: Communities Participating in Design, Implementation & Monitoring

1 Oct. 03 –  
31 Dec. 2003  
(FY 2004)

Activity

Cumulative 30 September 2003 (FY 98/99/00/01/02/03)

	Cohort 1 (18 PSCs)	Cohort 2 (27 PSCs)	Cohort 3 (54 PSCs)	Cohort 4 (126 PSCs)	Cohort 5 (62 PSCs)	Cohort 6 (60 PSCs)	Cohort 6 (60 PSCs)
SMC/PTA Self-Appraisal (3 times in 2 years)	18 (first) 18(second) 18 (third)	27 (first) 27 (second) 27 (third)	54 (first) 54 (second) 54 (third)	126 (first) 126 (second) 126 (third)	62 (first) 62 (second)	60 (first) 27 (second)	33 (second)
SPIPs Review & Update	18/9/18	27/18/5/27	54/54	126/126	62/62		
Remobilization/ Refresher & Phase-out	18/18	27/27	54	126	62		
Assessment/Impact	18	27	54	42	21		

## Sub Activity 4 – District Education Officers Utilizing Monitoring and Evaluation to Improve Education Management

	Cumulative 30 September 2003 (FY 98/99/00/01/02/03)						1 Oct. 03 – 31 Dec. 2003 (FY 2004)					
	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (24 districts)	Cohort 4 (26 districts)	Cohort 5 (23 districts)	Cohort 6 (22 districts)	Cohort 1 (6 districts)	Cohort 2 (9 districts)	Cohort 3 (24 districts)	Cohort 4 (26 districts)	Cohort 5 (23 districts)	Cohort 6 (22 districts)
District Assessment	6	9	24	26	23	22						
Cluster Training (5 days)	6 (first) 6 (second)	9 (first) 9 (second)	24 (first) 6 (second)	26 (first) 26(second) 6 (third)	23 (first) 23(second)	22 (first)	1 (third)	2 (third)	18(second)		3 (third)	
Technical Training (5 days)	6 (first) 6 (second)	9 (first) 9 (second)	24 (first) 6 (second)	26 (first) 26(second)	23 (first) 23(second)				18(second)			22 (first)
On-Site Training (2 days)	6 (first) 6 (second) 6 (third) 6 (fourth)	9 (first) 9 (second) 9 (third) 9 (fourth)	24 (first) 24(second) 6 (third) 6 (fourth) 6 (fifth)	26 (first) 26(second) 26 (third) 26 (fourth) 26 (fifth) 18 (sixth)	23 (first) 23(second) 23 (third) 23 (fourth) 23 (fifth)	10 (first)	6 (fifth)	9 (fifth)	18 (third)	6 (sixth)	16 (sixth)	12 (first) 22(second)
Forum				7			6	7	5	12	17	
Computer Disbursement	5	7	8	25	20	5		2	9	1	2	11

## PLANS FOR NEXT QUARTER

Plans for January through March 2004 include completing the SMC/PTA Expansion TOT Workshop in 16 Cohort 6 districts, remobilization activities in 54 cohorts 1 – 6 districts, district grant support visits in Cohort 5, M&E program activities in Cohorts 3, 5&6 (north and south), 4 (north and south), 5 (north and south), and 6 (north and south), SMC/PTA expansion TOTs and cluster workshops in Cohorts 1, 2, 3, and 6, continued microgrant tracking in 3 Cohort 6 districts.

## PROJECT OFFICE TRAVEL SCHEDULE – JANUARY THROUGH MARCH 2004

### **\*\* Community Based Activities \*\***

#### **REMOBILIZATION ACTIVITIES**

12-30 January	Birim North, Afram Plains, Asante Akim North, Asante Akim South Ahafo Ano North, Sene, Tema, Kwaebibirem, Atebubu, Ajumako Ketu, Asikuma, Aowin Suaman, Jomoro, Amansie West, Upper Denkyira.
1-29 February	Krachi, Kwahu South, Ga, Ejura Sekyedumase, South Tongu, Wenchi, Sekyere East Juaboso Bia, Akwapim South, Amansie East, Offinso, Techiman, Wenchi, Agona, North Tongu, Sekyere West, Akwapim North, Nkoranza, Accra Metro, Asunafo, Dangme West, Sunyani, Atwima
1 – 30 March	Nkwanta, Cape Coast, Kumasi Metro, Dangme East, Bosomtwi-Atwima-Kwanwoma Akatsi, Sefwi Wiawso, Ho, Efutu-Ewutu-Senya, Bibiani-Anwiaso-Bekwai, Berekum, Mfantseman, Kadjebi, Dormaa, Yilo Krobo, Ejisu Juabeng, Abura- Asebu - Kwamankese, Kwabre

### **\*\* District Based Activities \*\***

#### **COHORT SIX SMC/PTA EXPANSION TOT**

12-16 January	Kwahu South, Ketu, Afram Plains, Amansie East, Upper Denkyira.
19-23 January	Keta, Kintampo, Atebubu
26-30 January	Aowin Suaman, Amansie West, Ajumako, Fanteakwa.
2-6 February	Asante Akim North, Sene.

#### **COHORT FIVE DISTRICT GRANT SUPPORT VISITS**

12 January	Asikuma-Odoben-Brakwa	23 January	Akwapim South
14 January	Agona	26 January	Tema
15 January	Agona	28 January	North Tongu
16 January	Awutu-Efutu-Senya		
19 January	Kwaebibirem		
21 January	Birim North		

### **\*\* M&E Capacity Building Program \*\***

#### **COHORT ONE/COHORT TWO ON-SITE 5**

27-28 January	Assin	9-10 February	Birim South
29-30 January	Abura Asebu	10-11 February	Ahafo Ano North, Asunafo
2-3 February	Mfantseman	12-13 February	Atwima, Asutifi, Ahanta West
3-4 February	East Akim	16-17 February	Adansi East, Bibiani
5-6 February	Dangme West, West Akim	19-20 February	Accra

#### **COHORT THREE SOUTH ON-SITE 4**

8-9 January	Dangme East	29-30 January	Kumasi
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13-14 January	Sunyani, Akuapem North	3-4 February	Akatsi
15-16 January	Berekum, New Juaben	5-6 February	South Tongu
19-20 January	Suhum	10-11 February	Kpando
20-21 January	Cape Coast	12-13 February	Hohoe
22-23 January	Ho, KEEA	17-18 February	Wassa West
26-27 January	Adansi West		
27-28 January	BAK		

### **COHORT THREE SOUTH ON-SITE 5**

2-3 March	Akuapem North, BAK	16-17 March	Sunyani, Dangme East
4-5 March	New Juaben, Adansi West	18-19 March	Berekum, Ho
9-10 March	Kumasi	23-24 March	KEEA, Akatsi, Hohoe, Wassa West
11-12 March	Suhum		

### **COHORT THREE NORTH ON-SITE 6**

17-18 February	Bolgatanga
19-20 February	Bawku East
23-24 February	Nadowli, West Gonja
26-27 February	Jirapa, Gushiegu

### **COHORT FIVE SOUTH ON-SITE 6**

8-9 January	Akuapem South, Techiman
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### **COHORT FIVE NORTH CLUSTER TRAINING 3**

12-13 February	Builsa	23-24 February	Bole
16-17 February	West Mamprusi	26-27 February	Lawra
19-20 February	Savelugu		

### **COHORT SIX SOUTH ON-SITE 3**

8-9 January	Ajumako
12-13 January	Jomoro, Afram Plains
15-16 January	Aowin Suaman, Fanteakwa
20-21 January	Amansie East, Kintampo, Keta, Asante Akim South
22-23 January	Amansie East, Kintampo, Ketu, Asante Akim South
26-27 January	Ahafo Ano South, Sene, Kwahu South
29-30 January	Upper Denkyira, Atebubu

### **COHORT SIX SOUTH CLUSTER TRAINING 2**

23-28 February	Amansie West, Amansie East, Ahafo Ano South, Ajumako, Afram Plains, Kwahu South, Fanteakwa, Atebubu, Kintampo, Sene
1-6 March	Ketu, Keta, Jomoro, Aowin Soaman
15-20 March	Asante Akim North, Upper Denkyira, Asante Akim South

### **COHORT SIX SOUTH TECHNICAL TRAINING 2**

15-19 March	Kintampo, Sene, Atebubu, Amansie West, Ahafo Ano South, Amansie East
22-26 March	Kwahu South, Fanteakwa, Afram Plains, Asante Akim North, Asante Akim South, Ajumako, Upper Denkyira, Ketu, Aowin Soaman, Keta, Jomoro

### **COHORT SIX NORTH ON-SITE 3**

12-13 January	Tamale, Tolon
15-16 January	East Dagomba, Bawku West
19-20 January	Wa

### **COHORT SIX NORTH CLUSTER TRAINING 2**

2-7 February	Tamale, Tolon, East Dagomba, Bawku West, Wa
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## **COHORT SIX NORTH TECHNICAL TRAINING 2**

15-19 March      Tamale, Tolon, East Dagmba, Bawku East, Wa.